



MINUTES/DISCUSSION RECORD

COMMITTEE: WNYLRC Committee Chairs Meeting Fall 2016

ATTENDING: Sheryl Knab (WNYLRC/RAC and RSC), Heidi Bamford (WNYLRC/Preservation and HS to College), Jaclyn McKewan (WNYLRC/CE), Olivia Helfer (HLSP, WNYLRC/CHIA), Jamie Smith (ECC-HS to College) Carol Kowalik-Happy (Olean Public Library-RAC), Joe Riggie (ECC-North-RSC), Cindy Koninieć (WNYLRC), Emily McDonald (BECPL-WNYLA), Pat Klaybor (WNYLRC/WNYLA), Thomas Vitale (CCLS-CE), Danielle Glynn (RPCI-Preservation)

Excused: Grace Di Virgilio (WNYLRC/HLSP), Jill Aures (WNYLRC/HLSP), Heather Damico (Erie 1 BOCES/HS to College), Ophelia Morey (UB-CHIA), Debbie Porter (WNYLRC), Amanda Shepp, (Lily Dale, RAC)

ABSENT:

DATE: October 20, 2016

LOCATION: WNYLRC

RECORDED BY: Pat Klaybor

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTION/EVALUATION FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call To Order	Sheryl Knab called the meeting to order at 9:05 am.		
2. Introductions	Introductions were made around the table. She also explained why we hold these committee Chairs Meetings. This was because some of the new committee chairs are also new to WNYLRC committee membership. The Committee Chairs Meetings are held twice a year, Spring and Fall and provide a method of communication. All committee chairs give reports on what has happened with their respective committee since the last meeting and their plans for the future. Each chair is tasked with taking back information learned in this meeting to their individual committees. This is also a time to learn what is happening at WNYLRC.		
3. Approval of Spring 2016 Minutes	Sheryl asked for a motion to approve the Spring 2016 meeting minutes. That meeting was held on May 19, 2016.	Carol Kowalik-Happy made a motion to approve the minutes.	



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		Joe Riggie seconded. Motion passed unanimously.	
4. Committee Workshop Grant Funding Update	Sheryl explained the process of applying for those funds. Any committee requesting those funds must submit this request electronically to Sheryl with information regarding what the committee's intentions are for the money and a budget, if possible. The format of this request can be found in the committee guidelines. Then, Sheryl forwards the proposal to all the committee chairs, who then vote on the proposal. Sheryl then informs the requesting committee chair of the decision.		
5. Committee Membership a). Committee Charges Revision b). Guidelines- Discounts- Committee Members	<p>Two of the seven standing WNYLRC committees have made revisions to their charges. They are RSC and WNYLA. All committees are asked to review and possibly revise their committee charges on an annual basis. After revisions are made, the WNYLRC Board of Trustees must approve them. The Board approved these two charge revisions placed before them at the Board meeting in September.</p> <p>In the Fall of 2015, the issue of committee member participation in raffles was discussed. At the April 20, 2016 meeting of the WNYLRC Board of Trustees meeting, they approve the changes to Article V, Section 5 regarding committee participation in raffles. Also discussed was discounts for committee members at their committee sponsored events, where the members spent large amount of their own time planning and executing the event. This issue was again discussed here at this meeting, but this time questions were raised regarding discounts, not raffle participation. This was brought up by Heidi Bamford (liaison-Preservation) with regard to the Preservation Institute, which was one of our costliest ventures at \$300.00.</p> <p>There was no motion to vote on this issue at this time. Sheryl requested each committee chair take this question back to their respective committees, then, after discussion of this issue again, a vote could be taken at the Spring 2017 Committee Chairs meeting. Every committee should be gathering data as events are held and then a policy will be put in place.</p>	<p>Discussion ensued. Some of the ideas were creating a scholarship fund to help defer the cost of committee events, which could possibly be used as an incentive for committee membership. Other ideas included reimbursement only for out of pocket costs. (Not applicable when an institution is covering cost for staff), and a straight discount for all committee members when they are sponsoring an event/workshop. Our website currently does not have the capacity to calculate discounts, so it does become a work around situation.</p>	<p>At the Spring 2017 meeting a policy will be drafted and a trial period of one year will be put in place. Any changes to current policy would</p>



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<p>c). Committee Logos</p> <p>d). Committee Funding Update- Debbie Porter</p> <p>i. Individual committee funds</p> <p>ii. Committee workshop funds</p>	<p>All WNYLRC committees now have their own logos. Samples of these were passed out. The High School to College Committee originally asked if they could design a logo to promote their events. Instead of each individual committee doing that, we sent information to our design expert to create a cohesive group of logos for committee use. Sheryl encouraged committee chairs to use these logos to promote their events and to add it to the meeting minute template. Also, all use of the WNYLRC 50th year logo should be discontinued by the end of 2016.</p> <p>Debbie Porter was not in attendance today, but she gave Sheryl all the individual committee fund balances. Sheryl handed them out to the committee chairs. She encouraged each chair to use this information to make decisions regarding expenditures and events.</p> <p>Since, in the past, not all committee funding was used by the committees, Sheryl decided to distribute some remaining funds to three committees with low fund balances. These committees were CHIA, High School to College and WNYLA. Each will receive \$500.00.</p>		<p>need to be placed into the Committee Guidelines and voted on by the WNYLRC Board of Trustees.</p>
<p>6.WNYLRC Updates</p> <p>a). Website- Jaclyn McKewan/Cindy Koninieć</p>	<p>There will be an equipment update here at WNYLRC. It will involve replacing the projector in the Training Center and replacing the Smart Board in the Board Room with an LED Flat Panel. Also, installing a camera & video system to help with participation in meetings, when people cannot be physically present.</p> <p>Jaclyn demoed one of WNYLRC's new services "Ask The Lawyer". She also explained the Device Lending Program. She has made videos to introduce each device. The purpose of this program is possibly to borrow a device that may only be used one time, or</p>		



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<p>b). Continuing Education Offerings-Heidi Bamford</p>	<p>to try a device before making the purchase. Currently, in the Device Lending Program we have Swivl, a Bluetooth speaker, a Chromebook, Google Chromecast, a portable projector and a LibraryBox. Anyone interested in participating in either program should go to WNYLRC's website.</p> <p>Heidi went over some of the upcoming workshops including the Preservation Institute. There are four sessions in total, and they can be taken individually. There will also be three workshops in November given by Nonprofitworks. Heidi also handed out a flyer for STEaM Powered Storytelling, which will be held on Friday, November 18, 2016 at Just Buffalo Literary Writing Center & BECPL. There is a complete list of upcoming workshops on the WNYLRC website.</p> <p>Heidi also reported on library advocacy. There will be appointments made with local representatives. Heidi will post information on the website and send out listserv messages when the schedule is complete. WNYLRC will also be providing a bus to Albany for Lobby ay on March 1, 2017. We are hoping to get a broader constituency going to Albany next year. The Public Systems always participate, but we would also like participation from academics, schools and hospital libraries. Heidi also reported that both Kearnes and Goodell have graciously offered space in their Albany offices for the WNYLRC people to use. This way everyone does not have to drag around coats and also has a place to rest or eat lunch while in Albany.</p>	<p>Committee chairs appreciated the efforts of WNYLRC by providing a bus free of charge to it's' members on Lobby Day in Albany.</p>	
<p>c). Committee Chairs Report for Newsletter</p>	<p>All committee chairs are asked to hand in a written report to make doing the minutes easier for Pat Klaybor. Since these reports are already handed in as part of the procedure for these committee chairs meetings, Sheryl asked if anyone would mind if they were posted up on WNYLRC's website, as an informational component. Cindy Koninieć also asked that if you have any news from your individual libraries that you would like to share, to please send it to her and she will either put a link on the front page of the website or use it in the weekly newsletter.</p>	<p>All chairs agreed that this was a good way to get their activities out beyond the realm of just these semi-annual meetings.</p>	<p>Cindy will start posting these reports next week on the website.</p>
<p>d). Creating TED Talk-type "LIBTalks"</p>	<p>This project is still in the planning stages, but we would like to start doing LIBTalks, which would model TED Talks. We would like to recruit librarians and library support staff to either share stories, experiences or do tutorials. We will be podcasting</p>		



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	<p>these sessions with the help of Mandi Shepp (Lily Dale) All the mechanics have not been worked out yet, but anyone who has any thoughts or ideas or would like to volunteer to do one, please let us know. Also, Sheryl asked that the chairs take this back to their committees and open it up for suggestions for topics.</p>	<p>There were a few ideas bounced around, even thoughts of how people that are screen shy could possibly use cartoon characters or an avatar to get their message across.</p>	
<p>7. Committee updates a.)</p>	<p>Committee for Health Information Access-CHIA (Ophelia Morey/Olivia Helfer) Olivia reported that CHIA has a new chair, Ophelia Morey, but she had some prior commitments today and could not attend. Olivia then gave the CHIA update. This committee has wrapped up another successful season of outreach activities in the Western New York community. Two of its biggest events are the Family Health Fair and the Elmwood Festival of the Arts. The Family Health Fair is sponsored by Senator Ranzenhofer and is held at the Amherst Senior Center. Approximate attendance this year was 200. The second outreach, the EAFA had visitors to CHIA table at approximately 189. This is the fourth year this committee has participated in the EAFA. Olivia thanked WNYLRC for providing the committee logos; the committee intends to put this to good use for future marketing materials at outreach events. Olivia also offered the use of the tent, tables and chairs that were originally purchased for use by the CHIA committee, to any other committee that may need them. Olivia also looked into options for wireless connections for use at CHIA's outreach functions, as discussed at the last Committee Chairs Meeting in the spring. It is quite expensive, but may be a possibility if there are other committees that could benefit from it or possibly some of WNYLRC's other programs. No decision was reached at this time.</p>		
<p>7. Committee updates b.)</p>	<p>Continuing Education Committee-(Tom Vitale/Jaclyn McKewan) Since Tom Vitale is the new chair, Jaclyn and Tom both gave the report. The CE conference will be held on Friday April 21, 2017</p>		



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	at the Buffalo Niagara Heritage Village. The theme will be "Libraries Getting Real" or something similar to that. The morning portion will be UX (User Experience). Lloyd will be providing a drop off catered menu for lunch. The afternoon will be a variety of topics, with concurrent sessions that people have options to choose from.		
7. Committee updates c.)	High School to College-(Heather Damico/Heidi Bamford) Jamie Smith reported in Heather Damico's place. Jamie reported that over the last year they have implemented Monthly Instructional Tools. Committee members submit a tool they use or are familiar with and submit a brief summary that is shared on the HS to College Libguide. Updates have begun on our college contact form, which is used by high school librarians to reach out to college librarians, to introduce their students to the college experience, develop connections and source projects. Next Wednesday, 10/26/16, the committee will be sponsoring an event being held at ECC North. It is titled "The Skills Gap Crisis from High School to College". There will be six panelists; each will be addressing often experienced scenarios taken from secondary and academic librarians' firsthand experience. The target audience will be policy makers from school districts and local colleges.		
7. Committee updates d.)	Preservation (Danielle Glynn/Heidi Bamford) Danielle Glynn gave the report for this committee. The Preservation Committee is currently holding their Preservation Institute on Audio-Visual materials. The first session was held on 10/11/16 & the presenter was George Blood (George Blood, L.P.). The next session will be held on 11/1/16 & will focus on digitization of AV materials. Presenters will include Ken Fox (George Eastman Museum), Monica Gray and Laura Montgomery (NYS Archives). The third session will be on Copyright Issues and will feature Stephanie Adams (Niagara University). The last session will be Oral Histories and presenters include Howard Besser (NYU), Heather Gring (Burchfield Penney), Ryan Perry (CLRC). Other activities the committee is planning are a workshop on disaster management & preparedness and hosting SAA webinars.		
7. Committee updates e.)	RAC (Carol Kowalik-Happy/Amanda Shepp/Sheryl Knab) Carol reported that this year, when applying for RBDB grants people will have two options: Applying online through Wufoo or turn in a standard written application. There will not be an emphasis on newspaper collections this year		



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	because there is an OCR backup at NNYLN. They are approximately one year behind. This committee reviewed and approved the final RBDB budget for 2016 and also reviewed the proposed RBDB budget for 2017. Carol, along with Mandi Shepp are co-chairs for the 2016-2017 year. The next meeting of this committee will be held on 10/21/16 at Lily Dale.		
7. Committee updates f.)	Resource Sharing (Joe Riggie/Sheryl Knab) Joe reported that the committee is still working on the Goldrush Project. Joe pointed out the participants of the project, (9, in total) as well as the reasons why this is an important project to pursue. The RSC did investigate other options available for libraries interested in better data for collection development and thought that Goldrush was the best option available. Also, there was a great partnership developed with George and he has not charged anything for his expertise. This committee is also planning an open education resources conference in the fall of 2017.		
7. Committee updates g.)	WNY Library Assistants (Emily McDonald/Pat Klaybor) Emily reported that the NYLA LAMP (Library Assistants Training Program) that was held here at WNYLRC in May 2016 was very successful. There were 18 attendees. The fall safety workshop, titled "Safe and Secure" will be held next week, 10/25/16. There will be four speakers and so far there are fourteen registrants. At our last meeting, held in August, we planned our donation basket for WNYLRC's Annual Meeting and discussed plans for GTKY's (Getting To Know You) for the spring of 2017. We are considering a tour of the new Silverman Library at UB, a wine tasting that we did in the past at the Campus House at SUNY Buffalo State or possibly an Architectural Tour of Buffalo.	Sheryl thanked all the committee chairs for their basket donations for the Annual Meeting of the Membership and asked that anyone that did attend, to please fill out the evaluation form online. Also, she is hoping that our Annual meeting in 2017 can be held at the Hotel Henry, which is part of the renovated Richardson Complex.	
9. Spring 2017 Meeting	The date for the Spring 2017 Committee Chairs Meeting was not set at this time.		
10. Adjournment	Sheryl adjourned the meeting at 10:42 am.		